DOCUMENT RESUME

ED 278 456 JC 870 090

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TITLE CompuEnglish Project: English 1A Workbook.
INSTITUTION Saddleback Coll., Irvine, CA. North Campus.
PUB DATE 86
NOTE 36p.; For related documents, see JC 870 089-090. Saddleback College North has changed its name to Irvine Valley College.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *College English; Community Colleges; *Computer Assisted Instruction; *Computer Literacy; Computer Software; *English Instruction; Freshman Composition; Instructional Materials; Microcomputers; Two Year Colleges; *Word Processing; *Writing Exercises

ABSTRACT

Designed to be used as a reference and guide for students enrolled in the CompuEnglish Program at Saddleback College North (SCN) in California, this workbook introduces word processing skills that can be used to write better compositions for English and other classes. The workbook contains a copy of the syllabus used in SCN's Freshman Composition class, directions for using the software package, VolksWriter, and commands needed for work with Grammatik and the Random House Proofreader programs. Five computer lab assignments are included, covering the following: (1) an introduction to the IBM PC and Volkswriter word processing application software; (2) formatting disks, keyboarding, revising, storing, and printing a document; (3) revising the document format, storing the format, and printing a document using the appropriate format; (4) using the Random House Proofreader to check spelling errors; and (5) using Grammatik to analyze grammar and word usage. Learning objectives and lab assignments are outlined for each computer assignment. (EJV)

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ENGLISH 1A WORKBOOK

Marjorie Luesebrink, Dave Everett, and L. Joyce Arntson

JC 870 090

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COMPUENGLISH WORKBOOK

This COMPUENGLISH WORKBOOK is for you to use as a reference and help guide as you learn to use word processing skills to create better compositions for English, and more clear, comprehensive, and correct reports for all of your college classes. It contains a copy of the syllabus you will be using in your English class, complete directions for using Volkswriter, and commands you will need to check your work with Grammatik and the Random House Proofreader. You will most likely want to keep the workbook with you whenever you plan to write on the computers or print your work in the Lab. We hope you enjoy your doubled learning power in CompuEnglish.

Spring, 1985

Participating Classes:

English 1A: Marjorie Luesebrink

English 1A: Kerry McKeever

English 1A: Eugenio Matibag

Microcomputer Skills: Joyce Arntson

COMPUTER LAB NO. 1

CLASS PRESENTATION:

An introduction to the IBM PC and Volkswriter word processing application software.

OBJECTIVES:

Upon completion of this assignment, you will be able to:

1. Describe the components of the IBM PC.
2. Handle media.
3. Load software into the system.
4. Use the IBM PC keyboard.

LAB ASSIGNMENT:

1. Check out Exploring the IBM PC AND Volkswriter diskettes from the Computer Center.
2. Turn on the printer. The off/on switch is on the left side of the printer.
3. Insert the Exploring the IBM PC diskette into the "A" drive using the "thumbs up" rule.
4. Close the diskette drive door.
5. Turn on the system unit. The off/on switch is located on the right side of the system unit.
6. Follow the instructions on the screen to work through the entire diskette.
7. When you have completed the entire program, remove the Exploring the IBM PC diskette from the "A" drive.
8. Insert the Volkswriter disk into the "A" drive and depress CTRL, ALT, and DEL simultaneously to load the Volkswriter program.
9. At the A> (the DOS prompt), type VW and depress Enter.
10. You will then see the Volkswriter menu and the prompt "YOUR CHOICE."
11. Type D (for Directory) to see the files are stored on the disk.
12. The system will prompt: "ENTER DRIVE."

13. Type A and the contents of the Volkswriter program diskette will be displayed.

14. The cursor will be at YOUR CHOICE; depress R (for Retrieve).

15. The system will prompt: WHICH FILE

16. Type TUTORIAL

17. The TUTORIAL file will be retrieved. Note the status line on the bottom of the screen will show the name of the retrieved file on the left. The percentage of memory available is shown by the percentage figure on the right.

18. The cursor will be at YOUR CHOICE; depress E (for Edit).

19. The Volkswriter menu will disappear and the Volkswriter TUTORIAL file will be displayed.

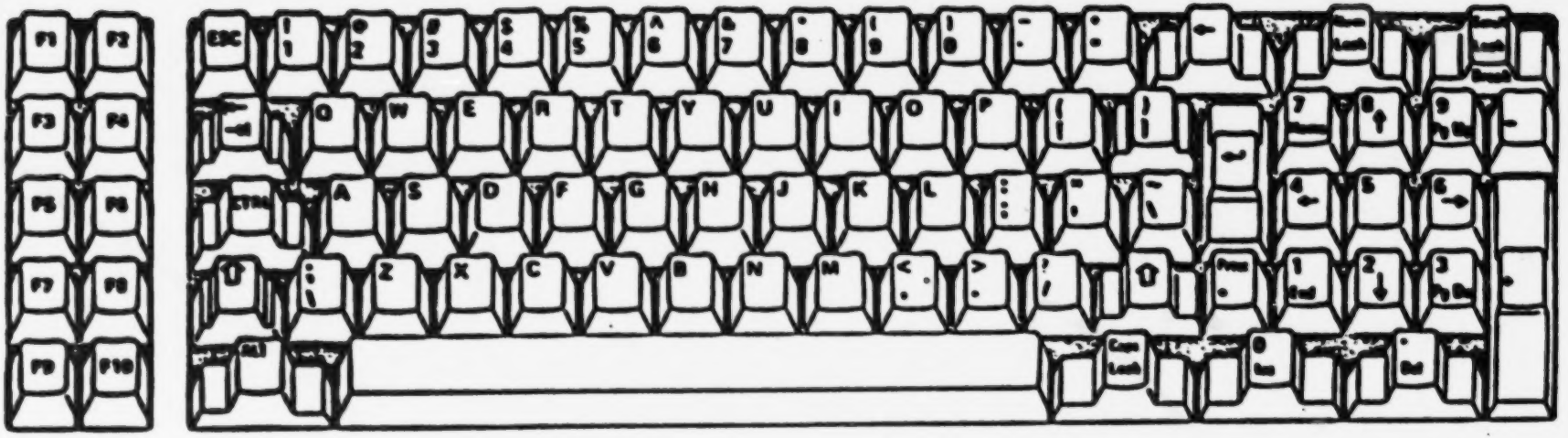
20. Work through the TUTORIAL according the the directions given on the screen.

21. When finished with TUTORIAL, depress ALT + F10 to return to the Volkswriter menu.

22. When you need to leave the Computer Center, depress ALT + F10 to return to the Volkswriter menu. Type X to choose Exit (to DOS) from the menu.

23. When you are back at the A>, remove the diskette from the disk drive. Leave the system unit and printer on.

As you work through the tutorials, observe the functions listed on the attached VOLKSWRITER COMMANDS.



IBM Personal Computer Keyboard

VOLKSWRITER COMMANDS

	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
KEY	HELP	FILE	<=>	-WORD	>BLOCK	<BLOCK	FIND	RFMT	M/T	RESET
ALT	PRINT	FILE	+LINE	-LINE	MOVE	COPY	REPL	-BLOCK	CTR	EXIT

KEYBOARD GUIDE

NUMERIC KEYBOARD

Key	Description
7 HOME	"HOME" moves the cursor the first character of the top line of the screen.
8 ↑	Moves the cursor one line up for each key stroke.
4 ←	Moves the cursor to the left one character for each key stroke.
6 →	Moves the cursor to the right one character for each key stroke.
2 ↓	Moves the cursor down one line for each key stroke.
1 END	"END" moves the cursor to the last character on that line.
. DEL	"DELETES" the character where the cursor is positioned.
0 INS	"INSERT" sets the keyboard to insert mode so that keys will be entered at the position of the cursor and all data to the right will move to the right. Press "INSERT" key again to exit insert mode.
1 thru 9	With "NUM LOCK" activated ONE through NINE will be operative.
. DEL	"DECIMAL POINT" is used with numeric key pad.
0 INS	"ZERO" is used with numeric key pad.
-	"MINUS" is used with the numeric key pad.
+	"PLUS" is used with the numeric key pad.

Key	Description
CAPS LOCK	This is a toggle key: pressing the key will cause letters to type in upper case (capitals). Pressing the key again will return lower case.
PRT SC	"PRINT SCREEN" will print an *. When pressed with the "SHIFT" key it will print all data on screen.
SCR LOCK	"SCROLL LOCK" is an inactive key.
ESC	"ESCAPE" removes the list line that the cursor is on for corrections, but the line is not deleted from memory.
→	"TAB" performs a tab function similar to a typewriter. Tabs are set every 8 characters.
CTRL	"CONTROL" key is always used with another key to perform a command or function.
⇧	"SHIFT" changes lower case letters to capitals.
ALT	"ALTERNATE" is used with alpha typing keys to enter BASIC key words.
←	"BACKSPACE" key moves cursor to the left and removes one character for each key stroke.
↵	"ENTER" moves the cursor from the last character on one line to the first character of the next line. Shows logical end of line.

FUNCTION KEYS

Key	Description
F1	"LIST" displays the lines of your program on the screen.
F2	"RUN" causes your program to begin execution from the beginning of the program.
F3	"LOAD" reads your program from auxiliary storage (e.g., cassette) and stores it in main memory.
F4	"SAVE" stores your program on auxiliary storage (e.g., cassette).
F5	"CONT" restarts your program after you have interrupted it by a STOP or CTRL BREAK.
F6	"LPT1:" refers to line printer and transfers data from screen to printer.
F7	"TRON" means trace on and causes the line numbers of program lines to be displayed as the lines are executed.
F8	"TROFF" means trace off and cancels command F7.
F9	"KEY" is used to change the function of other function keys.
F10	"SCREEN" returns program to character mode from graphics mode and turns off color.

OTHER COMMANDS

"CTRL + SCROLL LOCK/BREAK" = BREAK

This stops your program while it's running and identifies the line where it stops.

"CTRL + NUM LOCK" = PAUSE

This stops your program from running. Press any key to continue.

"CTRL + →" = TAB

Moves cursor to next word on that line.

"CTRL + ←" = REVERSE TAB

Moves cursor to previous word on that line.

"CTRL + HOME" = CLEAR SCREEN

Removes all information on screen and moves cursor to upper left corner.

"CTRL + ALT + DEL" = SYSTEM RESET

Holding control and Alternate keys then pressing the delete keys reloads your diskette.

"CTRL + NUM LOCK" = SUSPEND

Suspends system operations so you can read the display. Press any key to continue.

"CTRL + PRTSC" = ECHO

Echos and prints what you type and what the system displays until you press these keys again.

"CTRL + SCR LOCK/BREAK" = BREAK

This stops your command program while it's running.

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VOLKSWRITER COMMANDS

F1 = HELP - Displays all F commands, press F1 again to exit display.

ALT F1 = PRINT MODE - Print directly from page on screen. Place cursor where you desire printing to begin.

F2 = WRITE FILE - Can store blocked material under another name on disk.

ALT F2 = READ FILE - Retrieve a part of a file. Get Command.

F3 = BEGINNING AND END OF LINE - Takes cursor alternately to ends of line.

ALT F3 = INSERT LINE - Inserts a blank line in front of the cursor.

F4 = DELETE WORD - Deletes a word, held continually will delete several words.

ALT F4 = DELETE LINE - Deletes an entire line if cursor is at left margin. If cursor is in middle of line, will delete remainder of line. Held continually will delete several lines.

F5 and F6 = DEFINE BLOCK - Press F5, go to end of material you wish blocked and press F6.

ALT F5 = MOVE BLOCK - Place cursor where blocked text is to be inserted. Press ALT F5. Text will be moved to new location.

ALT F6 = COPY BLOCK - Place cursor where blocked text is to be inserted. Press ALT F6. Text will be copied to new location.

F7 = FIND - Finds a particular group of characters. Status line will prompt FIND: (type choice) and ENTER.

ALT F7 = REPLACE - Replaces a particular group of characters by another group. Status line will prompt REPLACE: (type choice) and ENTER. You have a choice of attended (N) or unattended (Y). Press ALT F7 to change word and/or F7 to find next occurrence of word.

F8 = REFORMAT - Realigns text from the line where the cursor is located until a ¶ or end of page symbol § is found.

ALT F8 = DELETES BLOCKED MATERIAL - Used after block is defined with F5 and F6. Press ALT F8 to delete blocked material.

F9 = MARGINS AND TABS - Takes you to scale line for changing margins, tabs, or to set for justification.

ALT F9 = CENTER INSTRUCTION - Type material to be centered, press ALT F9.

F10 = RESET - Cancels mode. Cancels block definitions, and resets F7 and ALT F7 to begin a new search.

ALT F10 = EXIT - Takes you back to main command menu.

COMPUTER LAB NO. 2

CLASS PRESENTATION:

Formatting disks.
Keyboarding, revising, storing, and printing a document.

OBJECTIVES:

Upon completion of this assignment, you will be able to:

1. Format disks.
2. Keyboard a document.
3. Revise the document.
4. Store the document.
5. Print the document.

LAB ASSIGNMENT:

I. Create, revise, store, and print a document.

A. Load the VW word processing program disk that you have checked out from the Computer Center.

B. Type VW at the A> and depress <Enter>.

C. With the Volkswriter Editor menu on the screen and the cursor at "YOUR CHOICE," type E for edit.

D. Type the attached document.

E. Revise, store, and print the document as follows:

To insert a character, word, or line:

Depress the Ins key if you are not already in the INSERT mode. Using the arrow keys on the number keypad, position the cursor under the first character of the word which is to follow the text being inserted. Type the new character, word, or line (be sure to type any spaces that may need to follow a character or word). The "old" text will be moved over to make room for the new text.

SICKLE CELL ANEMIA

Sickle cell anemia is a hereditary blood cell disorder. Both parents of children with sickle cell anemia are carriers of the trait.

The method by which hereditary material is transferred and maintains its identity from one generation to the next is known as the genetic concept or gene theory. The genes that carry physical characteristics are made of a chemical called deoxyribonucleic acid (DNA).

Make a copy of the first paragraph and make a third paragraph.

Move the second paragraph to the end of the document.

SICKLE CELL ANEMIA

Sickle cell anemia is a common hereditary blood ~~cell~~ disorder. Both parents of children with sickle cell anemia are of prime carriers of the trait.

The method by which hereditary material is transferred and maintains ~~its~~ identity from one generation to the next is ~~commonly~~ known as the genetic concept. ~~or gene theory~~ The physical genes that carry ~~physical~~ characteristics are made of a chemical called deoxyribonucleic acid (DNA).

To delete a character or word:

Using the arrow keys on the number keypad, position the cursor under the first character of the word to be deleted. Depress the DEL key to delete one character at a time. With the cursor positioned under the first character of the word to be deleted, depress the F4 key; this deletes the word following the cursor and closes the gap occupied by the word.

To delete a line:

Position the cursor at the left margin, depress ALT AND F4 keys to delete the entire line and move up the text from below. If the cursor is positioned at some point in a line, only the remainder of the line will be deleted; everything to the left of the cursor remains.

To move a block of text:

1. First, you must define the text to be moved; do this by positioning the cursor under the first character of the material to be defined.

2. Depress F5; The symbol appears and the cursor moves below it.

3. Position the cursor at the end of the text to be defined and depress F6. The symbol appears.

4. Position the cursor at the point that you wish the text to be inserted.

5. Depress ALT and F5.

To copy a block of text:

1. Perform the steps listed in 1 - 4 above.

2. Depress ALT and F6.

To delete a block of text.

1. Perform the steps listed in 1 - 4 above.

2. Depress ALT and F8.

To store a document:

1. With the document on your screen, depress Alt + F10 to return to the VW Editor main menu.

2. Depress S for store.

3. Name the document: Lesson1 and depress Enter.

To print:

1. Turn printer on. Three lights should be illuminated.

2. Choose P in the Volkswriter Editor menu.

3. Choose N in Print Selection menu.

4. Type the name of the file you wish to print.

5. Be sure paper is loaded into the printer and that the top edge of the paper is even with the print device. Depress any key.

II. Using the following instructions, load and work through TUTOR2.

A. From the print menu, depress X to return to the Volkswriter main menu and the prompt "YOUR CHOICE."

B. Type D (for Directory) to see the files are stored on the disk.

C. The system will prompt: "ENTER DRIVE."

D. Type A and the contents of the Volkswriter program diskette will be displayed.

E. The cursor will be at YOUR CHOICE; depress R (for Retrieve).

F. The system will prompt: WHICH FILE

G. Type TUTORIAL

H. The TUTORIAL file will be retrieved. Note the status line on the bottom of the screen will show the name of the retrieved file on the left. The percentage of memory available is shown by the percentage figure on the right.

I. The cursor will be at YOUR CHOICE; depress E (for Edit).

J. The Volkswriter menu will disappear and the Volkswriter TUTOR2 file will be displayed.

K. Work through the TUTOR2 according the the directions given on the screen.

L. When finished with TUTOR2, depress ALT + F10 to return to the Volkswriter menu.

M. Type X to choose Exit (to DOS) from the menu.

N. When you are back at the A>, remove the diskette from the disk drive. Leave the system unit and printer on.

As you work through the tutorials, observe the functions listed on the attached VOLKSWRITER COMMANDS.

COMPUTER LAB NO. 3

CLASS PRESENTATION:

Revising the document format, storing the format, and printing a document using the appropriate format.

OBJECTIVES:

Upon completion of this assignment, you will be able to:

1. Revise the document format.
   a. Changing the margins.
   b. Setting the tabs.
   c. Changing the line spacing.
2. Store the document format.
3. Print the document using appropriate margins, tabs, and line spacing.

LAB ASSIGNMENT:

I. Revise the document format for Lesson1 as follows:

A. Retrieve Lesson1.

B. On the line above the first paragraph, set the first tab five spaces to the right of the left margin by depressing F9, then the right arrow key five times and, finally, typing a *.

C. Depress F9 to remove the ruler line from the screen.

D. Indent each paragraph by positioning the cursor on the first character of each paragraph and depress the Insert key and tab.

E. Exit to the main menu and store the document by typing S; remember the document's name is Lesson1.

G. Now let's change the left margin. Choose F for Format Selection. With the cursor on "Enter Choice," type M for modify this format. Depress Enter enough times to position the cursor at the item for left margin. Type 5 and enter to go to the item for extra spacing between lines. Type 1 to insert one blank line between lines (also referred to as double spacing). Enter enough times to go back to "Enter

Choice." Type S for store format for later use. Name the format ms.fmt. Type U for use this format. This will be the format you will use for all your papers: indented paragraphs, left margin of 5, and double spacing.

H. To print using the new format:

1. Turn printer on. Three lights should be illuminated.

2. Be sure the document, Lesson1, is in the computer's memory. If not, retrieve it.

3. Choose P in the Volkswriter Editor menu.

4. Choose F in Print Selection menu to examine or modify format. Type R to retrieve the format you named ms.fmt. Type U for use this format.

5. Choose N to print file. Type the name of the file you wish to print.

6. Be sure paper is loaded into the printer and that the top edge of the paper is even with the print device. Depress any key.

7. Check to see that your document is double spaced with a left margin of 5 and indented paragraphs.

II. Retrieve and work through TUTOR3 AND TUTOR4.

COMPUTER LAB NO. 4

CLASS PRESENTATION:

Using Random House Proofreader to check your spelling.

OBJECTIVES:

Upon completion of this assignment, you will be able to load and use Random House Proofreader to check the spelling in your work.

LAB ASSIGNMENT:

I. Check the spelling in the file, "MYFILE.TXT."

A. Boot DOS.

B. Load RH Proofreader by typing PRF B:MYFILE.TXT at the A>.

C. Wait for RH Proofreader to go through its checking dictionary process.

D. When RH Proofreader finishes checking your file, select C for the Correct option.

E. RH Proofreader will again scan your document and present the words unknown to its dictionary one at a time.

1. If the word is correct and just not in the dictionary, depress A for accept.

2. If the word is incorrect and you know the correct way to spell the document, choose C for correct word. Then type the correct spelling and depress <Enter>.

3. If you do not know how to spell the word, depress D for Dictionary help; then depress Return to look up the word. Check the list for correct spelling. Depress C and type word correctly at "Enter Exact Replacement."

4. Complete the above process for each word until all have been checked.

5. End the session and exit to DOS. All changes will be saved.

F. Load VW and print the document using the stored format named ms.fmt

II. Retrieve and work through TUTOR5.

EXAMPLE OF DOCUMENT ON DISK TO BE PROOFREAD

This is an exampel of a good good document to be profread by Random House ProofReader and Grammatik. It is a a very good technique of analizing you writing? Please rmember however that notthing subsitutes for your own proofreaduing.

STARTING PROOFREADER

Let's assume you have placed your operating system and the ProofReader distribution files onto a new diskette, and that the diskette is in Drive "A." Let's also assume that the file you wish to check is named "MYFILE.TXT" on the diskette in Drive "B."

At the A>, type:

PRF B:MYFILE.TXT <Enter>

Note that the Drive "B" was specified with the filename "MYFILE.TXT"

As soon as Proofreader is loaded, the checking process begins.

The Dictionary Lookup Phase

Note: each step of the checking process has been indicated with a number in parentheses at the right. These numbers are used only for the explanation that follows, and will not actually be shown on the computer screen.

```
Random House ProofReader - Version 1.12                          (1)
  (c)(p) Copyright 1982 Wang Electronic Publishing, Inc.

Random House is a registered trademark of Random House, Inc.
Dictionary (c) 1982 Random House, Inc.

-- Reading MYFILE.TXT                                            (2)

   Total words read: 2078                                        (3)

-- Sorting your words, please wait...                            (4)

   Number of unique words found:  682                            (5)

-- Checking Random House Dictionary, please wait...              (6)

Now checking letter: **********KLMNOPQRSTUVWXYZ                  (7)

Now checking the auxiliary dictionary                            (8)

-------------------------------------------------
***** ProofReader finished checking B:MYFILE.TXT
Unknown words: 9                                                 (9)
```

ProofReader starts the lookup phase by printing the version number and copyright notices (step 1). The version number (1.12 in the example) consists of three parts: x.yz. The first number (x) is the major release of ProofReader. The second number (y) indicates a major revision of release x. The last number indicates minor revisions of release x.y. If you call Digital Marketing Corporation with questions about ProofReader, please note which version of ProofReader you are using.

After the copyright notices are displayed, ProofReader reads your file (steps 2 and 3). Step 2 shows the name of the file being checked (B:MYFILE.TXT in the example). While it is reading your file, ProofReader tells you how many total words it has read (step 3. After your entire file has been read ProofReader displays the total number of words in your document (2078 in the example).

ProofReader then sorts the different words it has found (steps 4 and 5). As a part of the sorting process, ProofReader tells you how many unique words are in your document (step 5, 682 in the example). Normally the sort takes just a few seconds. If your

document has over 1000 unique words, the sort may take over 10 seconds.

After the words are sorted, ProofReader checks the master dictionary (step 6). ProofReader first looks for the dictionary file PRF.DIC on the currently logged diskette. If PRF.DIC is not on the current diskette, then Drive A will be checked. If PRF.DIC is not on the currently logged Drive or on Drive A, ProofReader will abort. If this happens be sure the required files are available, then start the program again.

Once the master dictionary has been found, ProofReader scans it, comparing the words it found in your document with the words in the dictionary. ProofReader displays the alphabet on the screen (step 7). As it scans the dictionary, the cursor will move to the right and the letter of the alphabet being checked will be changed to a '*'. The example indicates that ProofReader is checking letter "J". This phase typically takes about a minute for the 32,000 word dictionary and about a minute and a half for the 50,000 word dictionary. Systems with hard disks are faster, and larger dictionaries such as the full 80,000 word version are slower. (Note: scanning stops when all the words in your document have been checked, so the "Z" may not be reached.)

After the master dictionary has been scanned, ProofReader automatically looks for an auxiliary dictionary file called PRFDIC.AUX, first on the currently logged Drive, then on Drive A (step 8). An auxiliary dictionary is a normal ASCII textfile containing words not found in the master dictionary. The distribution copy of the ProofReader diskette has a sample PRFDIC.AUX file containing a few words, including the dot commands used by WordStar. The auxiliary dictionary will usually be automatically built up during the normal operation of ProofReader.

After the file has been read and sorted, and all dictionaries checked, ProofReader displays how many unknown words it found (step 9). In the example, 9 unknown words were detected by ProofReader. ProofReader then displays a command menu and is ready to accept your instructions. You can select any of the options displayed on the command menu:

```
Select any option for MYFILE.TXT:

 C - CORRECT (normal mode -- shows context)
 R - REVIEW (for rechecking -- no context)
 M - MARK unknown words in file with #
 W - WORDSTAR mode: Correct + mark if change width
 D - DISPLAY unknown words on screen
 E - EXIT from ProofReader.

***** Enter C, R, M, W, D, or E: _
```

ProofReader responds immediately after you enter the single letter of the command option.

The most logical command to enter first is D - display the unknown words on the screen. Depending on what unknown words ProofReader found, you can then select any of the other options. The options are explained in detail in the following paragraphs. ProofReader will display the name of the file being checked wherever "MYFILE.TXT" appears in the examples.

C - CORRECT (normal mode -- shows context)

The C command starts the second phase of proofreading. Using this option is the easiest way to correct the spelling mistakes found by ProofReader. During this interactive correction mode ProofReader pauses when an unknown word is found, and prompts you for additional instructions. This interactive correction phase of proofreading employs the file called PRF2.OVR or PRF2.EXE. Normally, the transition from the dictionary lookup phase to the correction phase will be automatic. The exact details of the operation are described in the "Technical Notes" section at the end of this manual.

R - REVIEW (for rechecking -- no context)
This command allows you to eliminate words from the unknown word list that are in fact correctly spelled. In cases where your document contains an unusually high number of proper names -- which are correctly spelled but unknown to the dictionary -- you may wish to use this option. The R command is useful when the MARK option is used, for it will keep you from marking correct words for correction. You may also find the R command useful when you are rechecking a document you have checked before. In most other cases, you will prefer to use the "C" or "W" options.

When you enter the R command, ProofReader displays each unknown word in succession and asks you if the word is correct. If the word is correctly spelled, press Y. Otherwise, press N, and the word will remain in the unknown word list. After the words have been reviewed and edited, control is passed back to the command menu. You can use the R command again to remove additional words, but once a word has been removed, it cannot be re-added to the list of unknown words.

M - MARK unknown words in file with #
The "M" option tells ProofReader to mark each unknown word in the file with a sharp sign ("#"). Each unknown word in the text will have its last letter replaced with a "#". Using this technique, the misspelled word "mistak" will be marked as "mista#." In this way, the output file will be exactly the same length as the original file.

The mark option is especially useful when the justification of the source text would be changed by correcting the word interactively. If the "M" option is selected, the file is scanned and

marked with no additional interaction necessary. You can then use your word processor's "find" command to search for the "#" marks and make appropriate corrections. In cases where justification will not be altered, however, you will find that the "C" or "W" options are better choices.

W - WORDSTAR mode: Correct + mark if change width

The "W" option tells ProofReader that a file that uses "hard justification" is being checked. Files that are "hard justified" contain the text in a form that represents exactly how the text would look if printed. In such cases if a misspelled word is corrected and its width changed, the line justification will be destroyed. This is true of all justified WordStar files, which is why the command is called "WordStar mode." Some other word processing programs also use hard justification, and "WordStar mode" can be used for them, too. The WordStar correction mode is not needed for unjustified WordStar files.

The WordStar mode allows interactive correction, just like the "C" correct mode described earlier. In WordStar mode, if you correct a word and the width of the replacement differs from that of the original word, the new word will be marked in the file with a sharp sign ("#"). After the file has been corrected, you will be reminded to go back to WordStar, use the "find" command to locate the marks, and then use the '^B' command to rejustify the text.

D - DISPLAY unknown words on screen

This command causes the unknown words to be displayed on the screen, several to a line. If the screen completely fills up, ProofReader pauses until you press RETURN. More unknown words are then displayed. After all the unknown words are listed, ProofReader again pauses until RETURN is pressed. You are then returned to the command menu.

E - EXIT from ProofReader

This command exits ProofReader and returns you to your operating system. It is especially useful when no misspellings have been found!

The Interactive Correction Phase

After the unknown words have been found by ProofReader, you can correct the errors using either the "C" or the "W" commands. During the correction phase ProofReader again scans your document, locating the unknown words it discovered in the earlier dictionary lookup phase. The original document file is copied onto a new file with the corrections you make.

For each unknown word displayed in this interactive correction phase, you have the following choices:

1) Correcting the word
2) Asking for dictionary assistance
3) Accepting the word and adding it to the dictionary
4) Accepting the word for the ProofReader session but without adding it to the auxiliary dictionary
5) Accepting the word for just this one occurrence
6) Aborting the correction phase with no changes saved
7) Exiting from ProofReader and saving your changes

Remember that as an added protection, during the correction or marking of words a new copy of your file is generated. The original copy of the file is left untouched but renamed -- with ".BAK" as its extension.

During interactive correction both PRFINDEX.DIC and PRF.DIC must be available. The currently logged drive will be checked for these two files first. If these two files are not present on the logged-in drive, then Drive A will be automatically checked. If the dictionary files are not available on either the logged-in drive or Drive A, ProofReader asks you to insert them in A.

While searching for the next error, ProofReader prints:

"Searching for next error, please wait..."

When an error is found, two lines of context surrounding the unknown word will be displayed. The unknown word is highlighted (either in reverse video, or by underlining the word with "======"), and the following command menu is displayed:

```
Errors are shown with two lines of context.
Sample line with oone spelling error.

UNKNOWN WORD: oone

Word correction mode - Options

  C - CORRECT word, prompt will follow
  D - DICTIONARY help.  Find a word in dictionary
  L - LEARN word for auxiliary dictionary
  A - ACCEPT word for rest of session, don't learn
  I - IGNORE word just this once
  Q - QUIT : Abort session. No changes saved!
  E - END  : Exit and save changes so far

C, D, L, A, I, Q, E, (H for Help) ? _
```

The full menu is displayed automatically only after the first error. When subsequent errors are found, ProofReader displays only the last prompt line. To see the full menu, press "H" for help.

You can choose any of the options listed. All commands are entered simply by pressing the appropriate key.

C - CORRECT word, prompt will follow

The "C" (correct) option allows you to correct the word. After you press "C", you are asked for the replacement word. The replacement should be exact, including upper and lower case. You can replace run together words ("theonly") with two separate words if needed: "the only." The word can be deleted by entering RETURN only.

After you enter the correction, the new word is looked up in the dictionary. If it is not in the dictionary, a message is displayed, giving you three choices. If you press "A", the replacement is accepted, and checking continues. If the replacement is incorrect, press "C", and you can correct the word again. You can also enter "D" to get dictionary help. See the description of the "D" command for more details.

When you make a correction, ProofReader remembers it. Proof-Reader corrects any later occurrences of the same misspelling. Automatic correction works in two ways, depending on an option chosen in the PRFSETUP program. As supplied on the distribution diskette, ProofReader asks you to confirm each additional correction before making it. This ensures that each correction is valid. You can also configure ProofReader so that each correction is made automatically. See the section on PRFSETUP for more details on this option.

D - DICTIONARY help. Find a word in dictionary

The "D" (dictionary) command allows you to query the dictionary. When you press "D" the current unknown word is displayed. If you press RETURN the current unknown word is used as a key word for the dictionary. ProofReader displays about 20 words that are close in spelling to the unknown word. In many cases the correct spelling will be included in the words listed.

You can enter any other word as a key word to look up. Just type the word, and ProofReader will look it up in the dictionary. There are a few minor restrictions. First, the word must be at least two letters long. Second, the word must not have an apostrophe as its second character (such as "I'll").

Very rarely, you will find that the words in the list will be from the wrong part of the alphabet. This happens ONLY on words whose second letter is near the end of the alphabet (such as "pyrimidine"). This will almost never happen, but if it does you will know why!

L - LEARN word for auxiliary dictionary

The "L" (learn) option allows ProofReader to learn a new word that you want in the dictionary. The word is accepted by ProofReader as if you had selected the "A" option. In addition, ProofReader continues to remember the word so that at the end of the session you can either put such words in a separate file or add them to your auxiliary dictionary.

A - ACCEPT word for rest of session, don't learn.

The "A" (accept) option causes the word to be accepted for the remainder of the correction session. This option is most useful for specialized words contained in one document that you don't want to add to the auxiliary dictionary. When you specify "A", ProofReader ignores any more occurrences of that word in the document.

I - IGNORE word just this once

The "I" (ignore) option allows you to accept the word just once. If the word is found later in the same document, ProofReader again pauses and requests a response.

Q - QUIT: Abort session. No changes saved!

The "Q" (quit) option allows you to quit correction immediately. The session is ended and any corrections you have made are lost. You will be asked if you really want to quit before ProofReader stops.

E - END: Exit and save changes so far.

The "E" (exit) option allows you to discontinue checking and exit from ProofReader. Unlike the "Q" option, all the changes you have made so far will be saved. The remainder of the original file will be copied to the new output file with no additional checking.

End of Session

After the entire file has been scanned, ProofReader may display several messages and command menus. If you specified WordStar correction mode, ProofReader will print how many corrected words now have a different width. You will also be reminded to return to WordStar, remove the '#' marks and rejustify the paragraphs.

If any new words were learned with the "L" command, they will normally be added to PRFDIC.AUX, the auxiliary dictionary. If the PRFDIC.AUX file is not on the current drive or on Drive A, you will be asked if you want to create a new file. This may happen after you have used PRFADD to add words to the master dictionary.

You will be warned if there are more than 400 words in the auxiliary dictionary and you should use PRFADD to add the auxiliary dictionary to the master dictionary (see Section IV, page 19). There is no real limit to the size of the auxiliary dictionary, but it will begin to slow down ProofReader's operations after it contains more than four hundred words.

After the learned words have been added to the auxiliary dictionary, ProofReader will exit to the operating system.

SECTION IV. UPDATING THE MASTER DICTIONARY

The distribution diskette contains a program called PRFADD.COM or PRFADD.EXE. This program can be used to add to or delete from the master dictionary. When you use the dictionary lookup feature of ProofReader, the words from the auxiliary dictionary will not be available until they have been added to the master dictionary.

PRFADD is simple to use, although it does require enough room on your diskettes for the original PRF.DIC and the updated copy, plus any words added. Before running PRFADD, you should prepare a list of words that you wish to add to or delete from the master dictionary. If your diskette doesn't have room to make a copy of the dictionary, you can place PRFADD, PRF.DIC, and the words to add on Drive A, and tell the program to make the updated copy on Drive B.

Start PRFADD by typing:

PRFADD <RET>

after the system "X>" prompt. The program will ask if you have enough diskette space for the original PRF.DIC and a working copy for the updated version. It then asks if you want to add or delete words. Press "A" or "D".

You will be prompted for the filename with the word list, and PRFADD will then read that word list. The file may contain words of any size and in any order, and duplicates will not cause any disruption to the program. However, there may not be more than 4,000 words in the additional file.

After the filename of words has been entered the dictionary and index file are updated. You will be asked for the disk drive with the original dictionary file, and the drive for the updated file. After the new file has been created, the original dictionary will be erased from the diskette. Be sure to keep a backup copy of the original diskette!

There is very little time penalty in keeping new words in your auxiliary dictionary, so you won't have to update the master dictionary often. ProofReader will warn you when there are over 400 words in the auxiliary dictionary.

You should keep track of the modifications you make to the master dictionary. If you keep backups of the words you add to the main dictionary you can later reverse the process.

A few words about the auxiliary dictionary. Unlike the master dictionary, the auxiliary dictionary is a normal textfile, just like your source documents. Any word processor or editor (such as ED or EDLIN) used to create files can also be used to create or edit an auxiliary dictionary, so you can remove words you may

have accidentally learned, for example. (For WordStar the non-document mode rather than the word processing mode should be used to create auxiliary dictionaries).

The only format requirement of the words contained in an auxiliary dictionary is that each word be formed from standard ASCII letter characters and be separated from each other by a symbol that is not a letter. It is easiest to use blanks or line return indicators to separate words, but you can use commas or any other non-letter you want. You can also put several words on each line. The words in an auxiliary dictionary do not need to be in any particular order, nor is there any restriction on upper or lower case. For your own benefit, however, you might want to keep the words in alphabetical order.

COMPUTER LAB NO. 5

CLASS PRESENTATION:

Using Grammatik to analyze your writing.

OBJECTIVES:

After completing this assignment, you will be able to load and use Grammatik to analyze your writing.

LAB ASSIGNMENT:

Analyze the document "SAMPLE.TXT."

A. Boot DOS and turn your printer on.

B. Load Grammatik and the file to be analyzed by typing after the A>GMK SAMPLE.TXT. When you are checking your own documents, you will type after the A>GMK B:YOURFILENAME.VW. The B: is necessary because your file will be stored on your own disk in the "B" drive. Your file will have the .VW after it because you created it using the Volkswriter word processing program.

C. Wait for Grammatik to load its dictionaries for phrases and sexist terms and the file sample.txt.

D. Grammatik will begin analyzing your document. It will ask you to depress <RETURN> after each entry that it displays. The entry will be printed. Read the entry and depress <RETURN>.

E. When Grammatik has finished the analysis, the "End of File" prompt will display. Press E and <RETURN> to exit to DOS.

F. Load VOLKSWRITER and retrieve your document. (Sample.txt is on the Grammatik disk; so place it in the "B" drive.)

G. Using the printout of the analysis, correct the document, save, and print it.

H. Exit to DOS, remove software, and return to the Computer Center staff.

SAMPLE.TXT

A spelling checker may may not be enough! This paragraph contains several common errors that will be discovered by Grammatik that would seldom ever be caught by a spelling checker. FOr example, Grammatik checks for improper word usage as identified by a number of writing style manuals (such as "seldom ever). Grammatik will check for the presence of certain words such as jargon or sexist terms. it also checks for consistent punctuation,capitalizAtion, balanced quotation marks and parentheses, and and repeated words. (In addition, it can produce a list of all all unique words found in your document with the number of times each was used. Grammatik comes with a dictionary of commonly misused phrases and a dictionary of sexist terms. It also includes a complete set of utilities to build,, sort, and merge phrase and jargon dictionaries of your own. Works with Scripsit, Electric Pencil, and other standard TRSDOS text files on the TRS-80. Works with all popular CP/M word processors such as Wordstar or Magic Wand. Grammatik will also work with most IBM PC word processors. It requires version 1.1 or later of Easy Writer, however.

HOW GRAMMATIK ANALYZES A DOCUMENT

This section contains an overview of the process used to analyze a document. Specific procedures for starting Grammatik and setting operation options are given in Section IV. Grammatik is menu driven and easy to use. It's possible to begin checking documents almost immediately by following the instructions in Section IV, but you should read this section to get an idea of how the program operates.

The procedure for creating, analyzing, and revising a document consists of the following steps:

1. Create a document with your word processor.

2. Correct the spelling errors. This step is important since Grammatik expects words to be spelled correctly.

3. Analyze the document with Grammatik.

4. Revise the document with your word processor.

5. Repeat the process until satisfied.

There are two starting procedures you can use with Grammatik. One procedure causes Grammatik to read commands automatically from a file you have set up. The other procedure displays an interactive command menu so you can enter each command from the keyboard. Details are given in Section IV.

After Grammatik is started, it reads the series of commands. The commands instruct Grammatik to read in a data base consisting of any number of dictionary files. These can include the standard PHRASES.GMK, other dictionaries supplied by the user, the unknown word list generated by ProofReader or no dictionaries at all.

After the dictionaries are read several other command options are available. These options include which errors to detect, where to display the error messages and the format of error message output. The dictionaries and options you use can be set automatically or interactively, depending on your starting procedure.

After the dictionaries are read and the options selected, the source document is read and analyzed. Analysis takes place on word, phrase, and sentence levels. A word is a sequence of letters a to z (upper or lower case) separated from other words and symbols by characters that are not letters. Numbers and certain abbreviations are recognized as units by Grammatik. All other symbols are treated by Grammatik as individual characters. Grammatik can recognize any sequence of words or characters as a phrase if the sequence is contained in the phrase dictionary.

Grammatik recognizes certain punctuation marks. Periods, question marks and exclamation marks are recognized as end of sentence marks. Periods used in numbers, "...", and recognized abbreviations are not counted as the end of a sentence. Double quotation marks " and the parenthesis pairs "()", "[]", and "{}" are recognized and counted to make sure they are balanced. The punctuation marks "," and ";" and all words are checked for doubling like ",," or "the the".

When the end of the sentence is detected, the next word is checked to be sure it begins with a capital letter. All words are checked to make sure that they are either all upper or lower case, or that only the first letter is capitalized (the word is assumed to be a proper name in that case). The single letter "I" is checked to be sure it is capitalized.

The Screen Display

The text from the file is displayed on the screen as it is read. Undisplayable characters are displayed as an underscore ("_"). As words and phrases in the file are analyzed, Grammatik checks to see if they are contained in the phrase dictionary. If a word or phrase is found in the dictionary and is classified as an error, a message is displayed on the screen immediately following the line containing the error. For example:

```
+-------------------------------------------------+
|                                                 |
|  segment of source text.  It has a number of    |  (Line 1)
|                                                 |
|  -------> a number of                           |  (Line 2)
|                                                 |
|  * At sentence 23 - 'W' - Wordy phrase          |  (Line 3)
|                                                 |
|  * Suggestion: several, many, some              |  (Line 4)
|                                                 |
|  * Press: RETURN to continue                    |
|  *   or   Q first to quit checking _            |
|                                                 |
+-------------------------------------------------+
```

Line 1: The context of the error is shown.

Line 2: The phrase, word, or punctuation mark in question is displayed after the '------->', "a number of" in the example.

Line 3: The line following the '-------->' gives the sentence number of the error. This is the sentence number from the beginning of the document. An error type, in the example 'W', is given followed by an error message. In the example, "Wordy phrase" is the type of error detected. The errors are classified into several types such as "wordy phrase" or "capitalization error". You can suppress detection of any specific error type. The error types detected by Grammatik are listed in Appendix A.

Line 4: This line of the error message will usually give a suggestion for fixing the problem detected. In the example, the phrase "a number of" can be replaced by the more concise words many, several, or some. It must be remembered that the errors detected may be the best choice for a given situation, and the suggestion offered may not be the best alternative. Often an entire sentence or paragraph will need revision.

The error message may be ignored, but repeated flagging of a particular phrase in a single document indicates overuse.

Errors can be indicated in different ways. Normally, the entire document is displayed on the screen, and errors are listed when they are detected.

Depending on the error display options set, Grammatik may pause after the error message. If you press RETURN (ENTER on some computers) the error checking will continue. If you press the "Q" key and then RETURN, checking of the current document will stop and Grammatik will return to the main command menu.

The output to the screen can be stopped at any time simply by pressing Control-S. Pressing Control-S again allows scanning to continue. You can direct the error messages to the printer or to a diskette file. The entire source file can be copied to a new file with all the errors in the text marked with the symbol "?#x", where "x" is the error type.

After checking is completed, the file with the errors marked can be revised with your word processor. You can use the global search command to find all occurrences of "?#" which mark errors. The "?#x" should be deleted and the error corrected if necessary. A listing of the errors and suggestions produced on the printer can be useful while correcting the error file.

The Analysis Summary

At the end of checking Grammatik will print a summary of statistics gathered during the analysis:

```
+-------------------------------------------------+
|                                                 |
|  -----------------------------------------      |
|  Summary for EXAMPLE.TXT / Problems detected: 28 | (Title Line)
|                                                 |
|   # sent: 204 ; words: 3571                     | (Line 1)
|                                                 |
|   avg sent len: 17.3 ; avg word len: 4.3        | (Line 2)
|                                                 |
|   # questions: 2 ; # imperatives: 1             | (Line 3)
|                                                 |
|   short sent(<14 wds):98 ; long sent(>30 wds):24 | (Line 4)
|                                                 |
|   longest 45 wds at #28 ; shortest 4 wds at #84 | (Line 5)
|                                                 |
|   to be's: 153 ; prepositions: 302              | (Line 6)
|                                                 |
|   User category totals:                         |
|   #3: 29 #4: 9                                  | (Line 7)
|  -----------------------------------------      |
|  Enter: E or just RETURN to exit                |
|    or   A to check another file: _              |
|                                                 |
+-------------------------------------------------+
```

The Title Line displays the filename and the number of problems found by Grammatik. The next five lines give statistics about word and sentence length.

Line 1: The total number of sentences and words is shown on Line 1. These totals indicate the overall document size.

Lines 2 - 5: These lines give the average sentence and word length, the number of sentences ending in "?" or "!", and other information about sentence length.

Although these statistics will not indicate if the text is well organized, documents with many long sentences and polysyllabic words tend to have stylistic difficulties. If a document has a high technical content or is an instruction manual, the text should be as easy to read as possible. Lowering the average sentence and word length and reducing the number of long sentences is one way to increase readability.

Line 6: This line shows usage of forms of the verb "to be" and common prepositions. These categories also give some measure of style. The totals for "to be's" and "prepositions" should be compared to the total number of sentences. A high ratio may indicate overuse of these word classes, and suggests a possibility for revision. The special words recognized by Grammatik are listed in Appendix C.

Line 7: The total counts for user categories are listed. You can define up to seven different categories. Categories may consist of single words or phrases to count, or a group of words or phrases to count.

For example, the pre-defined class of "to be's" is actually category #1. Similarly, prepositions are actually category #2. The seven categories #3 to #9 are reserved for user definition. If you wanted to count occurrences of "that" and "which", category #3 could be assigned to "that", and #4 to "which". These two categories could be added to the dictionary as described in Appendix B.

After the summary is displayed, you can check another document or exit Grammatik.

To check another document, press A and Grammatik will return to the main command menu. All statistics about the document will be cleared, but the dictionary will remain intact. A new document can be analyzed without the need to re-read the dictionary.

To exit Grammatik and return to the operating system press E followed by RETURN, or simply press RETURN.

What Grammatik cannot do

While Grammatik does perform extensive analysis of writing style, you need to remember that there are things that Grammatik cannot do.

Specifically, Grammatik does not know anything about the meaning of words. Anything that requires an understanding of meaning, such as subject-verb agreement, cannot be detected. Such software technology is still some years away. After a document has been checked by Grammatik it should still be carefully checked by a human for other possible errors!

And, as mentioned before, many of the problems detected by Grammatik will be correct in some situations. However, if many problems are detected during text analysis it is a strong indication of a need to revise the document.